

SECRET

8 December 1971

MEMORANDUM FOR: CIA Records Administration Officer
[REDACTED]

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SUBJECT : Records Management Conference - Panel D

I. Panel D began its discussions by considering the questions or points set forth in the pre-conference handouts. The panel found itself in agreement with the proposition that all of the actions suggested by the questions concerning holding the volume of increase to under 1,000 cu. ft. per year could contribute to that goal depending on the missions, functions, and therefore the needs of the components involved. We also considered and discussed the 21 questions posed on the development of a Records Retention Plan. During these discussions, many of the different types of problems stemming from the varied needs of the operating components in all of the directorates were surfaced and ideas exchanged.

II. In trying to arrive at recommendations for solutions or even specific approaches to the two major problems posed by the Conference Committee, however, we soon recognized that given the length of time we had to study the problems and the 5 - 10 minutes we had to present our findings to the Conference body, we could present only very basic and broad suggestions to which all panel members could subscribe. The Panel hoped that we could discuss these problems with the members of other panels in more detail on the Conference floor.

III. Panel D considered a Records Retention Plan an important aid in reviewing the growth of the volume of Agency records by identifying the records that need not be retained permanently and by identifying the Office of Record to reduce duplicate retention. The panel, therefore, considered the question of the Records Retention Plan first as set forth below:

A. How to Develop a Records Retention Plan and the Office of Record in Directorate.

1. Conduct a thorough records inventory.

This should include a description, the location, the age or period of time covered, and the volume of the records.

2. Analysis of the inventory to include:

a. Mission and functions of the operating components.

b. Identify permanent or temporary records.

Examples of considerations that should be given - do they have historical or legal value and, after consultation with the operating component, how long they must be kept to further the mission of the component.

c. Pre-determine the Office of Record.

The panel agreed there would be exception but as a point of departure or rule of thumb, the originating office could be designated as the office of record.

The completed analysis should be closely co-ordinated with the offices responsible for the records.

3. Request directorate RMO and CIA/RMB to provide further guidance in identifying types of records to be listed in the RRP and also to confirm the office of record.

a. This would probably involve an item by item review.

b. The Panel felt that the RRP's in the past have been taken from Records Schedules and that a thorough analysis was not made, adequate guidance was not sought, and proper coordination was not effected.

4. Review and update periodically.

The Panel did not set a fixed period for this update because the members felt that the functions (and therefore the records) change more rapidly in some offices and the need for updating would vary.

B. How Do We Live Within the 1,000 cu.ft. Annual Growth.

1. Develop a records retention plan.

We can then focus on the truly temporary records.

2. Review retention periods of temporary records.

This, of course, would involve detailed discussions with the responsible offices for a review of the period of need.

3. Challenge Records Creation - Forms, Correspondence and Reports

a. The Panel agreed that this is a sticky problem but felt that we could start with production reports (ex. could a weekly report be made monthly without loss). This seems like an area of minimum gain but the panel was of the opinion that the President has suggested, through the Budget Bureau, that a review of this area should be made.

b. When new forms are requested, we should interject our suggestions as to the number of copies at the time we approve such forms.

4. Microform projects.

a. Space savings in miniaturization is obvious, of course, but close consideration must be given to costs. The length of the retention period is a key factor.

b. Film companies are expanding and it is reasonable to expect rapid strides in the development of new and cheaper equipment and processes. Filming could make a more significant contribution to the solution of our space problem in the future.

5. Extra copies of publications.

- a. The number of supplemental copies held in Records Center should be reviewed periodically with the thought of keeping the minimum number needed. Chief, Records Center maintains records that could be helpful in this regard.
- b. Consideration should be given to disseminating reports and studies to other agencies in a microform thus reducing supplemental copies. This would require developing consumer acceptance, of course.
- c. Review the number of copies of reports disseminated to insure that the number is not excessive. Frequently offices receive copies of reports in which they have only minor interest but they are filed none-the-less.

6. Screen vital records to keep only those which are essential.

The Panel felt that closer review of the Vital Records Program was in order. The members suggested that a status report of these records could be included in the annual records inventory.

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